

# Understanding the Bidding Process and How to be a Responsive Bidder

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April 18, 2012



Your **partner** in capital project delivery!



# Contract Management Department Procurement & Development Division

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- Contract Procurement & Development Division
  - Procurement – Solicitation to Council Award
  - Development – Council Award to Execution
  
- 87 Construction Solicitations
  - FY 11 - \$165,663,538
  
- 1<sup>st</sup> Quarter FY 12 - \$63,926,976



## Solicitation Information

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- Advertisement – Two to Six weeks
  - Vendor Connection
  - Austin-American Statesman
- Documents are available at OTC plan room – Suite 760 - and at plan rooms within the city
- No Contact Period – Section 00020



# Bid Submittal

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- Project Manual and Addenda supersede all other sources of information.
- Bids must be received no later than due date and prior to time indicated in Section 00020
  - 105 W. Riverside Dr., Suite 210
- Bid and Compliance envelope will be time stamped when received
- Bids will be opened publicly
  - Bidder Names and Bid Prices will be read aloud
- Technical Review will be conducted after public opening:
  - ensure all required documents have been provided
  - CPD will verify Prime is registered with City



# Bid Package

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- Ensure all Documents are signed legibly in ink by person empowered to do so (corporate resolution)
- Section 00810 – Supplemental General Conditions
  - May have modification to Bid Submittals – such as No goals, prioritization of Alternates, ROCIP
- Addenda
  - May include changes to original documents and must be acknowledged by the bidder



## Bid Package – Section 00100

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- Instructions to Bidders Item 7 – Submission of Bid
  - Bid Form – 00300U or 00300L
  - Statement of Bidders Experience – 00400
  - Certificate of Non-Suspension – 00405
  - Affidavit – Prohibited Activities – 00440
  - Non-Resident Bidder Provisions – 00475
  - Bid Bond
  - Corporate Resolution
  - MBE/WBE Compliance Documents



## Bid Package – 00300 Bid Form

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- Be aware of allowances and Alternates
- If using Computer print out ensure signature and addenda section is attached
  - Make sure your bid items correspond **exactly** to the bid item and item description on the City's 00300 bid form.
- Ensure Signature is of person empowered to do so
- Unit Prices prevail if any mathematical errors
- Any corrections must be initialed



## Bid Package – Bidders Experience 00400

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- Be complete in answering - Attachments A thru D
  - Specific areas of relevant experience must be noted. Don't assume City knows.
- If using Subcontractors experience, Attachment E must be submitted with bid
- Ensure a complete Resume on Project Manager and Superintendent including required work experience





## Bid Package – Bid Submittal

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- Review all documents prior to sealing Bid Package
  - Brown Envelope - BID
  - White Envelope – Compliance Plan
- Allow enough time to deliver Bid Package and Compliance Plan
- 105 W. Riverside Drive, Suite 210



# Compliance Plan

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- Contract Procurement staff will review to ensure completeness
- SMBR will evaluate Compliance
  - Goal Achievement
  - Good Faith Effort documentation
- Subcontractors listed on 00400 **must also** be included on the Compliance Plan
- All documents must be legible



## Post Bid information

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- Three apparent low bidders
- Section 00400 attachments E – J if applicable
- Section 00410 – Statement of Bidder's Safety Experience including OSHA logs for past 5 years
- Other information as required to evaluate bid or bidder



## Clarifying Information Submitted with Bid

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- Clarification may be used when information submitted on the Section 00400 or 00410 cannot be properly evaluated
- Same process may be used for Compliance Plan issues
- In either case there can be Clarification but not augmentation



# Non-Responsive Issues

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Bidder is notified if Non-responsive or non-Compliant when:

- Person signing documents does not have signature authority
- No Bid Guaranty
- Failure to attend Mandatory Pre-bid, if applicable
- Failure to demonstrate Minimum Experience requirements
- Failure to submit MBE/WBE Compliance documents
- Failure to acknowledge Addenda
- Bidder is Debarred or Suspended
- Failure to Sign Bid Form
- Unacceptable Safety Record
- Violation of Anti-Lobbying Ordinance



## Bid Certification

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- A Bid is considered “certified” when all reviews and approvals have been successfully conducted
- Successful Low Bid is certified and all bidders notified
- Bid Bond is returned to each bidder with exception of Low Bidder
- Bid Bond is returned to Awarded Bidder after Contract execution



## Council Award

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- Letters of Intent (LOI) required for all subcontractors
- Registered Vendors
- Council award normally occurs six weeks after Bid certification
- Item will be posted on draft Council Agenda two weeks prior to actual Award Date



# Contract Execution

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- Contract Development staff becomes single point of contact
- Awarded Bidder is notified
- Awarded Bidder is required to return:
  - Signed Agreement
  - Payment and Performance Bonds
  - Insurance
  - Updated Corporate Resolution
- All required documents must be received no later than five days after notification





## Contract is Executed

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- Awarded Bidder will receive copies of executed contract
- Project Manager will:
  - Schedule Pre-Construction Meeting
  - Issue Notice to Proceed within 60 days after execution



## Contact Information

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Contract Procurement & Development Division

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